



# Digitalise your Micro Business

*The guide is intended to provide a quick overview of the key implementation requirements of a project. The full requirements of the scheme are detailed in the Guidance Notes available on <https://fondi.eu/>*

## Practical Implementation Guide

**Project Completion** is defined as the date by when the Beneficiary ensures that:

- The Investment has been procured, delivered and is fully operational; and
- All expenditure has been incurred, invoiced and fully paid; and
- All relevant licences are in place
- Claim for Reimbursement submitted

**Any expenditure incurred, invoiced or paid after the project completion will be considered as ineligible.**

Digitalisation investments are to be implemented within 3 months from the date of Grant Agreement. Extensions beyond this timeframe may be considered upon the express request of the Beneficiary, when justified.

Extensions may be requested via email prior to the end date for a minimum block of 6 months, marks permitting, with the following conditions:

- A deduction of 1% on the original Grant Amount awarded per each block of 6 months shall be applied.
- First extension equivalent to one block of 6 months no deduction shall apply.
- If the request an extension is requested after the end date has elapsed, an additional penalty of 5% on the original Grant amount shall apply. This 5% shall be applied over and above any deductions per each block of 6 months and regardless of whether it is the first request or not.

Reimbursement requests are expected to be submitted to the IB **within 3 calendar months** from the end date of the operation as identified in the Grant Agreement and/or approval for extensions. Failure to submit the claim within such period shall incur a **deduction of 0.5% of the original Grant amount awarded for every month**, or part thereof, that the beneficiary doesn't submit the claim.

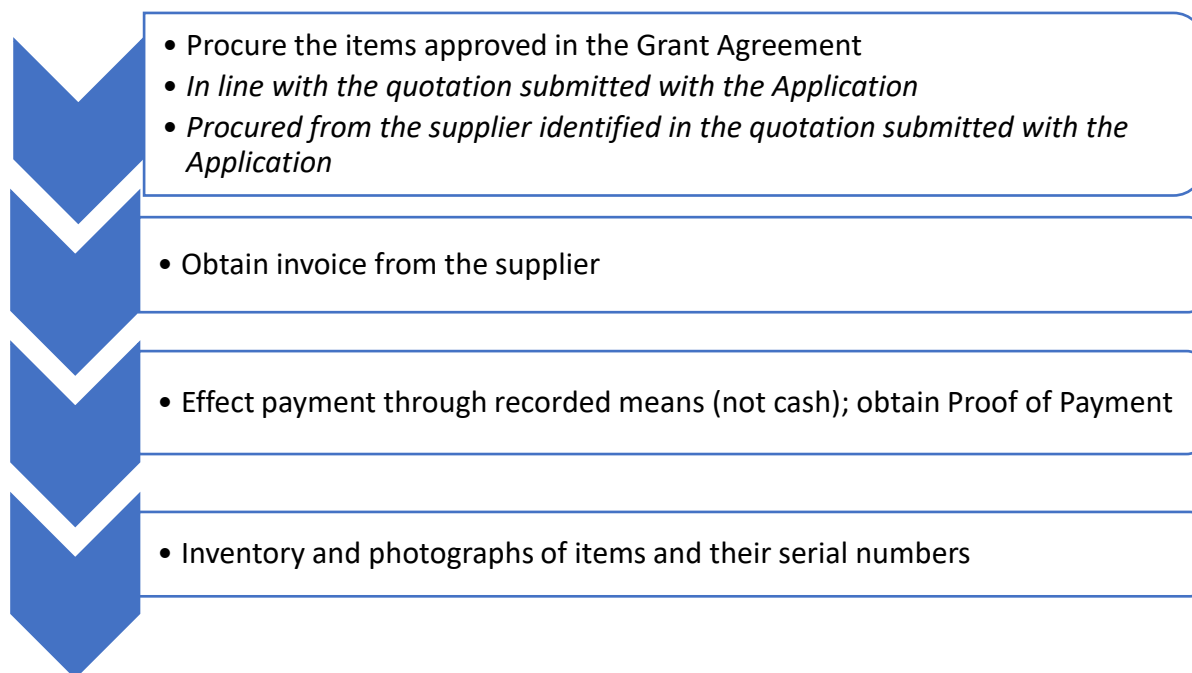
### **Procurement**

#### **Purchasing of the Eligible Hardware or Software**

Upon the signature of the agreement, the eligible Hardware or Software may be procured in line with the approval granted.

The reimbursement will only be pegged to the procured value, or the expenditure approved in the Grant Agreement whichever is the lowest.

Procurement	Procedure to be applied
<b>Hardware</b> or <b>Software<sup>1</sup></b>	<p>For expenditure under Hardware or Software beneficiaries shall present at least 1 valid quotation<sup>2</sup> of the items that the beneficiary wants to purchase, including the technical specifications, in respect of each sub-activity obtained from external and unrelated supplier to the applicant.</p> <p>The beneficiary shall procure the items as approved in the Grant Agreement meeting the following criteria:</p> <p style="text-align: center;"><b>The expenditure:</b></p> <ol style="list-style-type: none"> <li>i. Must be incurred by the Beneficiary;</li> <li>ii. Must be incurred within the period identified in the Grant Agreement;</li> <li>iii. Must be in line with the quotation submitted with the application;</li> <li>iv. Must be Procured from the supplier identified in the quotation submitted with the application;</li> <li>v. Must be identifiable and verifiable, recorded in the beneficiary's accounts in accordance with the applicable accounting standards;</li> </ol>



<sup>1</sup> For subscription-based software, the cost of a 2-year subscription will be considered as the eligible cost item.

<sup>2</sup> During evaluation the Project Selection Committee may request further clarifications or additional quotations if not satisfied with the provided documentation.

## **Publicity**

As a beneficiary of EU funds, you are responsible for ensuring proper visibility of the interventions assisted through this Grant Scheme. Permanent commemorative plaques, in line with the requirements set out in the Guidance Notes, shall be installed, within 1 month from the completion of the investment as follows:

- In a prominent site within the premises that is accessible to the general public, such as reception area
- In any section/area where any financed investment is located and/or affixed to the financed investment in case this is mobile.

In the case of purchasing of hardware, the Beneficiary might decide to affix a sticker to the procured investment. Also, in the case of purchasing of software, a sticker may be affixed to the hardware on which the procured software is installed on. The beneficiary is to liaise with the Measures and Support Division whether the stickers shall replace the commemorative publicity.

## **Claim for Reimbursement**

Beneficiaries may present a claim for reimbursement upon completion of the project. The claim should be accompanied by the following documents:

- Claim for Reimbursement Form
- Checklist Annexed to Claim for Reimbursement
- Final Implementation Report
- Beneficiary Financial Identification Form
- Supplier Details Form (*in those cases where bank account details of the supplier are not included in the invoice*)
- Copy of inventory
- Copy of Separate Ledger Account or Record showing full details of expenditure
- Copy of Warranties
- Photographic Evidence (*of procured items; serial numbers and publicity*)
- Compliance Certificate/s issued by the Malta Tax and Customs Administration (MTCA) covering Income Tax, VAT and Final Settlement and of Social Security Contributions Compliance Certificates **issued not earlier than one month from the date** when respective claim for reimbursement is presented to the Measures and Support Division.
- Statement signed by **Authorized Representative** specifying the following:
  - (i) The expenditure to implement the action was actually incurred by the Undertaking and was not reimbursed or may be recoverable through other sources;
  - (ii) The expenditure satisfies the conditions that are outlined in the Grant Agreement;
  - (iii) The output (investment) is in place and set in operation within the duration of the project period being the timelines outlined in the Grant Agreement;
  - (iv) The Beneficiary has ensured that any rules governing the accumulation of aid have been respected.

### **Items under the activity Hardware or Software**

The following documents are to be kept and presented with the claim for reimbursement, together with those identified above:

- Copy of Invoice
- Copy of Fiscal Receipt (*where a tax invoice is not provided*)
- Copy of Proof of Payment (*Copy of bank transfer payment/bank cheque encashment image*)
- Copy of Bank Statement identifying the transaction/s **Certified by a Certified Public Accountant**

### **Purchasing of Subscription-based Software**

The purchasing of subscription-based Software shall be procured in line **with the above procurement guidelines** and the cost of a 2-year subscription<sup>3</sup> will be considered as the eligible cost item.

- Declaration from the supplier/service provider<sup>4</sup> shall be provided indicating the following:
  - Date of Purchase and/or installation
  - Details confirming the type and version of the Software
  - Details of the location, including hardware serial numbers, where the software is installed
  - Terms of Licence
  - Pricing Plan<sup>5</sup>

The Measures and Support Division may request further documentation where and as necessary and the reimbursement request will only be processed once this Division is satisfied that the proposed investment has been carried out, is operational, and is in line with the GA and pertinent regulations, rules, and guidelines.

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<sup>3</sup> If the operation duration was less than two years, then receipts covering up to the submission of the claim for reimbursement are to be provided. Further receipts are to be submitted once they are paid.

<sup>4</sup> If the subscription-based software is bought online and a declaration from the supplier/service provider could not be provided, such declaration shall be provided by the beneficiary.

<sup>5</sup> Reimbursement to be capped to the cheapest price option in line with requirements identified in the technical specifications.

### **Measures and Support Division**

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